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FROM : Chief, Plans and Policy Staff, O/TR

SUBJECT : Weekly Activities Report - Period 21 - 25 January 1952

I. Completed Projects

None

II. Projects in Process

1.

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JOB NO. _____ BOX NO. _____ FID NO. _____ DOC. NO. 41 NO CHANGE
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Project 51-7, Professional Administrative Officer Training Program. A preliminary analysis of the comments from the various offices has led to the tentative conclusion that an Administrative Training Program should be undertaken by the O/TR with the assistance of key administrative personnel from Budget, Personnel, Administrative Services and other components of the Agency which will provide specialized courses in all fields of administration and management on a permissive basis throughout the Agency. It is clear that such a Program will be successful only if it begins with the setting up of courses on a highly selective and priority basis. Initial conversations with Mr. Saunders resulted in his agreement to present this question to his staff with a view toward identifying priority problems in the administration of budget and

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finance affairs of the Agency. Mr. Saunders will advise as to which problems reveal deficiencies in his field which effect the daily operations of the Agency. Training will then offer courses designed to remove such deficiencies and gradually build up a series of courses to complete the coverage in this field. This pattern will be followed in a similar fashion for Personnel Administration, Administrative Services and other Management phases of Agency activities.

3. Project 51-13, Register of Training Activities. A meeting was held between [redacted] of this office and [redacted] of the Office of the DD/TR (S) to coordinate the proposed IBM recording systems of each office. On 24 January a meeting was held between [redacted] of the Management Office and [redacted] of O/TR to discuss O/TR requirements for an IBM recording system. [redacted] will set up a coded IBM card including O/TR requirements and submit for comment and approval.

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4. Project 51-15, Rotation Working Group. At its meeting on 23 January a sub-committee of the Rotation Working Group presented a scheme for administering a rotational plan for the Agency through a system of office career service boards operating under policy review and supervision of an Agency career service board. The presentation seemed to satisfy the members of the Working Group as being feasible, simple of execution, and when combined with a statement of governing principles, which is to be completed by its next meeting on 30 January, will represent a completion of this Working Group assignment.
5. Project 51-20, Administrative Support to Field Training Operations. Concluded that the resolution of this problem can be accomplished by adding one course to the TR (S) Program and utilizing the Administrative Training Program discussed under Project 51-7 as a basis for specific training supplemental to the covert training required. Action will proceed with TR (S) to set up the objectives in terms of reference of their part of the course. The feasibility of utilizing the 51-7 course for field administrative personnel combined with on-the-job training in the operational offices of the DD/A offers the most promising solution to this problem.
6. Project 51-26, Briefing of Outgoing Attaches. Conducted meetings with the Chief, Orientation and Briefing Division, Special Assistant to the AD/RR, and the DD/TR (G) and concluded that

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participation in SIS was a problem separate and distinct from the briefing of attaches, to which AD/RR agreed. He will participate in the SIS school and also in the briefing of attaches with particular reference to the [REDACTED] aspects of its collection requirements. It should be noted that the AD/00 has primary responsibility [REDACTED] in the field but AD/RR wishes to assist 00 in [REDACTED] ings on this subject.

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7. Project 51-27, Assistant Director Presentations. OPC's reply to our memorandum has not been received as yet. They have advised us that their report has been sent to us. Drafted a preliminary report listing the offices that wish to participate in the program, the subjects they wish to present, and the audience they wish to attend the presentations.

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8. Project 52-3, Training Office Section of CIA History. Conversation with [REDACTED] in the Office of the CIA Historian indicated that a target date for the preliminary draft of the training history of the Agency would be 25 February. It was agreed that a preliminary outline of the history would be prepared for review as to scope and terms of reference by 30 January.

III. Newly Assigned Projects

None

IV. Projects in Suspense

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1. [REDACTED]

2. Project 51-6, Survey of Non O/TR Training Activities. No action taken.

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